

## Capacity Inventory of Individuals

Please indicate which of the following skills you have. These are talents and skills that you have developed from training or from experiences that you have had at home, at church, at work, or in community activities. If you don't have a specific skill but would like to receive additional training in this area, please place a checkmark under the "Want to learn this skill" column.

| <b>HEALTH</b>   | Place a checkmark (✓) by those skills that you have | Place a checkmark (✓) if you want to learn this skill |
|---|---|---|
| Caring for the Elderly  | _____   | _____   |
| Caring for the Mentally Ill   | _____   | _____   |
| Caring for the Sick   | _____   | _____   |
| Caring for the Physically or Developmentally Challenged Individuals | _____   | _____   |
| <b>OFFICE</b>   |   |   |
| Typing (words per minute _____)                                     | _____   | _____   |
| Operating an adding machine or calculator                           | _____   | _____   |
| Working with office files   | _____   | _____   |
| Taking phone messages   | _____   | _____   |
| Writing business letters (not typing)                               | _____   | _____   |
| Receiving phone orders  | _____   | _____   |
| Operating several phone lines                                       | _____   | _____   |
| Keeping track of supplies   | _____   | _____   |
| Shorthand or speedwriting   | _____   | _____   |
| Accounting/Bookkeeping  | _____   | _____   |
| <b>COMPUTER-RELATED ACTIVITIES</b>                                  |   |   |
| Computer repairs  | _____   | _____   |
| Computer programming  | _____   | _____   |
| General software management   | _____   | _____   |
| Database management   | _____   | _____   |
| Preparing computer graphics   | _____   | _____   |
| Word processing   | _____   | _____   |
| Desktop publishing  | _____   | _____   |
| Data entry using spreadsheet software                               | _____   | _____   |
| Help Desk support   | _____   | _____   |
| Web design/development  | _____   | _____   |
| <b>CONSTRUCTION AND REPAIR</b>                                      |   |   |
| Painting  | _____   | _____   |
| Home construction or repair   | _____   | _____   |
| Tearing down buildings  | _____   | _____   |
| Knocking out walls  | _____   | _____   |
| Wall papering   | _____   | _____   |
| Furniture repairs   | _____   | _____   |
| Furniture refinishing   | _____   | _____   |
| Repairing locks   | _____   | _____   |
| Building garages  | _____   | _____   |
| Bathroom modernization  | _____   | _____   |
| Building room additions   | _____   | _____   |

| <b>CONSTRUCTION AND REPAIR (continued)</b>                    | Place a checkmark (✓) by those skills that you have | Place a checkmark (✓) if you want to learn this skill |
|---|---|---|
| Tile work   | _____   | _____   |
| Installing drywall and taping                                 | _____   | _____   |
| Plumbing repairs  | _____   | _____   |
| Electrical repairs  | _____   | _____   |
| Bricklaying and masonry                                       | _____   | _____   |
| Cabinet making  | _____   | _____   |
| Kitchen modernization   | _____   | _____   |
| Furniture making  | _____   | _____   |
| Installing insulation   | _____   | _____   |
| Soldering and welding   | _____   | _____   |
| Concrete work (sidewalks)                                     | _____   | _____   |
| Installing floor coverings                                    | _____   | _____   |
| Heating/cooling system installation                           | _____   | _____   |
| Installing windows  | _____   | _____   |
| Building swimming pools                                       | _____   | _____   |
| Carpentry skills  | _____   | _____   |
| Roofing installation or repair                                | _____   | _____   |
| <b>MAINTENANCE</b>  |   |   |
| Window washing  | _____   | _____   |
| Floor waxing and mopping                                      | _____   | _____   |
| Washing and cleaning carpets/rugs                             | _____   | _____   |
| Routing clogged drains  | _____   | _____   |
| Using a handtruck in business                                 | _____   | _____   |
| Caulking  | _____   | _____   |
| General household cleaning                                    | _____   | _____   |
| Fixing leaky faucets  | _____   | _____   |
| Mowing lawns  | _____   | _____   |
| Pruning trees and shrubbery                                   | _____   | _____   |
| Cleaning/maintaining swimming pools                           | _____   | _____   |
| Floor sanding and stripping                                   | _____   | _____   |
| Wood floor stripping/refinishing                              | _____   | _____   |
| <b>FOOD</b>   |   |   |
| Catering  | _____   | _____   |
| Serving food to large numbers of people (over 10)             | _____   | _____   |
| Preparing meals for large numbers of people (over 10)         | _____   | _____   |
| Clearing/setting tables for large numbers of people (over 10) | _____   | _____   |
| Washing dishes for large numbers of people (over 10)          | _____   | _____   |
| Operating commercial food preparation equipment               | _____   | _____   |
| Meat cutting  | _____   | _____   |
| Baking  | _____   | _____   |
| <b>CHILD CARE</b>   |   |   |
| Caring for infants/toddlers (0 to 3 years of age)             | _____   | _____   |
| Caring for pre-school children (3-5 years of age)             | _____   | _____   |
| Caring for children 5 to 11 years old                         | _____   | _____   |
| Taking children on field trips                                | _____   | _____   |

| <b>TRANSPORTATION</b>  | Place a checkmark (✓) by those skills that you have | Place a checkmark (✓) if you want to learn this skill |
|--|---|---|
| Driving a van  | _____   | _____   |
| Driving a bus  | _____   | _____   |
| Driving a tractor trailer  | _____   | _____   |
| Driving a commercial truck   | _____   | _____   |
| Driving a vehicle to deliver goods   | _____   | _____   |
| Hauling  | _____   | _____   |
| Operating farm equipment   | _____   | _____   |
| Driving an ambulance   | _____   | _____   |
| <b>REPAIRING MACHINERY</b>   |   |   |
| Repairing radios, TVs, VCRs, Tape Recorders, CD players                              | _____   | _____   |
| Repairing small appliances   | _____   | _____   |
| Repairing automobiles  | _____   | _____   |
| Repairing trucks/buses   | _____   | _____   |
| Auto body repairs  | _____   | _____   |
| Repairing large household appliances (such as a refrigerator, washer/dryer)          | _____   | _____   |
| Repairing heating and air conditioning system  | _____   | _____   |
| <b>SUPERVISION</b>   |   |   |
| Writing reports  | _____   | _____   |
| Filling out forms  | _____   | _____   |
| Planning work for other people   | _____   | _____   |
| Developing a budget  | _____   | _____   |
| Keeping records of activities  | _____   | _____   |
| Interviewing people  | _____   | _____   |
| <b>SALES</b>   |   |   |
| Operating a cash register  | _____   | _____   |
| Selling wholesale products or manufacturing products (if YES, which products? _____) | _____   |   |
| Selling products retail (if YES, which products? _____)                              | _____   |   |
| Selling services (if YES, which services? _____)                                     | _____   |   |
| <i>How have you sold these products Or services?</i>                                 | _____   |   |
| ▪ Door to Door . . . . .   | _____   |   |
| ▪ Telephone . . . . .  | _____   |   |
| ▪ Mail . . . . .   | _____   |   |
| ▪ Store . . . . .  | _____   |   |
| ▪ From home . . . . .  | _____   |   |
| ▪ Internet . . . . .   | _____   |   |

| MUSIC  | Place a checkmark (✓) by those skills that you have | Place a checkmark (✓) if you want to learn this skill |
|--|---|---|
| Singing  | _____   | _____   |
| Playing an instrument (which instrument? _____)      | _____   | _____   |
| OTHER SKILLS   |   |   |
| Upholstering   | _____   | _____   |
| Sewing   | _____   | _____   |
| Dressmaking  | _____   | _____   |
| Knitting   | _____   | _____   |
| Tailoring  | _____   | _____   |
| Moving furniture or equipment to different locations | _____   | _____   |
| Managing property                                    | _____   | _____   |
| Assisting in the classroom                           | _____   | _____   |
| Tutoring students                                    | _____   | _____   |
| Hair dressing  | _____   | _____   |
| Hair cutting   | _____   | _____   |
| Phone surveys  | _____   | _____   |
| Jewelry and watch repair                             | _____   | _____   |

|  |  |
|--|--|
| <p><b>Are there other skills that you have that has not been listed here? If YES, what are those skills? Just write them on the following lines.</b></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> |  |
|--|--|

**PRIORITY SKILLS**

1. Given everything you have checked in the *Capacity Inventory*, what three things do you do best or do most enjoy doing? Please list them.
  - A. \_\_\_\_\_
  - B. \_\_\_\_\_
  - C. \_\_\_\_\_
  
2. Which of all of your skills are good enough that other people would hire you to do them?
  - A. \_\_\_\_\_
  - B. \_\_\_\_\_
  - C. \_\_\_\_\_
  
3. Are there any skills that you have that you could teach to others?
  - A. \_\_\_\_\_
  - B. \_\_\_\_\_
  - C. \_\_\_\_\_

## PRIORITY SKILLS (continued)

4. What skills would you most like to learn?

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

## PERSONAL INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Year of Birth: \_\_\_\_\_

Gender:  FEMALE  
 MALE

Number of years you've lived in your present community: \_\_\_\_\_ YEARS